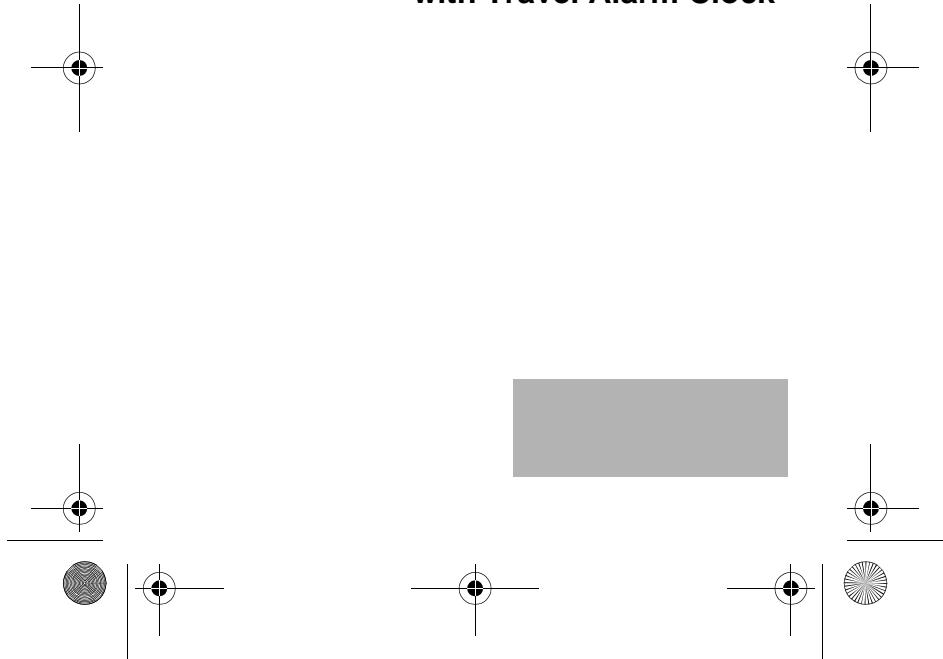


Cat. No. 65-778  
**OWNER'S MANUAL**

Please read before using this equipment.

## 3K Data Organizer

with Travel Alarm Clock



## FEATURES

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Your RadioShack 3K Data Electronic Organizer is a pocket-size data organizer — great for the person on the go, combining a telephone directory, alarm clock, schedule alarms, a calculator, and more in a compact, easy-to-use package. Its other features include:

**3K Memory** — gives you ample space for storing contact information and schedule reminders.

**Three-Row Display** — lets you see up to three lines of information at once.

**Phone-Directory** — puts contacts' names and phone numbers at your fingertips.

**Schedule Alarms** — remind you of meetings and other important events.

**Currency Converter** — makes it easy to convert between currencies.

**Illuminator Backlight/Snooze** — lets you see the display in the dark and temporarily stop the alarm.

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**Home/World Time** — shows you the current time in your local time zone and in 22 other cities around the world (24 time zones in all).

**Timer/Stopwatch** — Sounds an alarm at the end of a set time or measures the length of time during an event.

**10-Digit Calculator** — lets you perform arithmetic, tax calculation, and currency conversion calculations.

**Password** — prevents unauthorized access to your information.

**Daily Alarm** — sounds daily at a time you set.

**Important:** Tandy Corporation assumes no responsibility for any loss or claims that might arise through use of this organizer or for damages incurred as a result of information loss due to malfunctions, repairs, battery replacement, or misuse. You should maintain physical records of important information to protect against such loss.

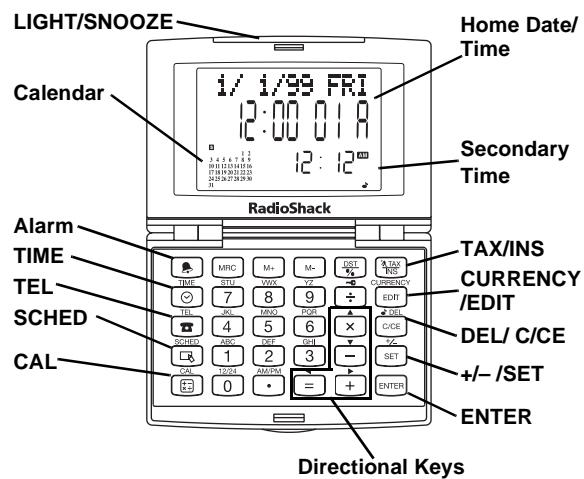
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## A QUICK LOOK AT THE ORGANIZER



**Directional Controls** **◀**, **▶**, **▲**, and **▼** — search forward and backward through records, and move the cursor within records.

**Number Keys** — enter a character or a number, depending on the current mode.

**Mode Keys** — (⌚, **TIME**, **TEL**, and so on) help you organize your information into categories (such as phone records and schedule records).

**TIME ⌚** — keeps track of home time as well as time in 22 other world cities (24 time zones in all), and sets a timer or stopwatch.

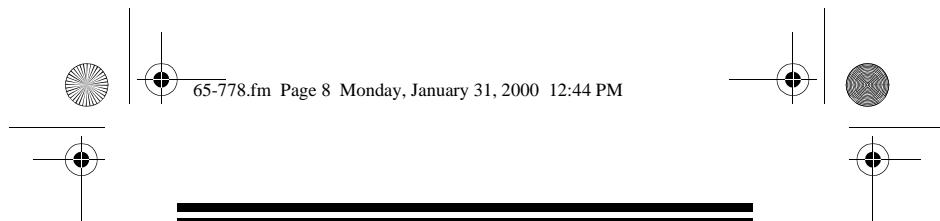
**TEL ☎** — organizes phone records and general information about contacts.

**→ (÷)** — protects telephone and schedule records.

**SCHED ☰** — sets appointment times and reminders.

**CAL ☰** — performs tax calculation and currency conversion calculations.

**CURRENCY (EDIT)** — keeps a currency conversion rate in memory and allows you to update information in various records.

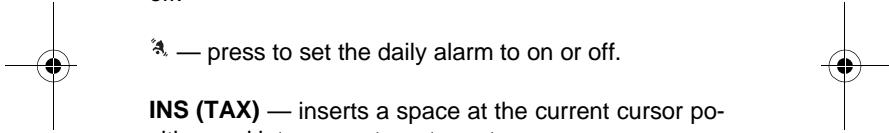


**MRC** — press this key while in Calculator mode to cancel or recall memory information.

**Memory Keys (MRC, M+, and M-)** — let you perform multi-step calculations easily.

**% (DST)** — press to calculate a percentage.

**DST (%)** — press to turn Daylight Saving Time on and off.

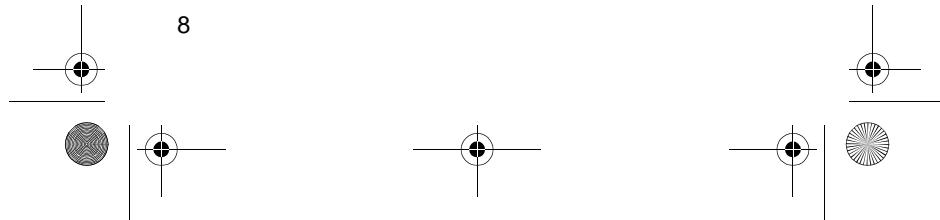


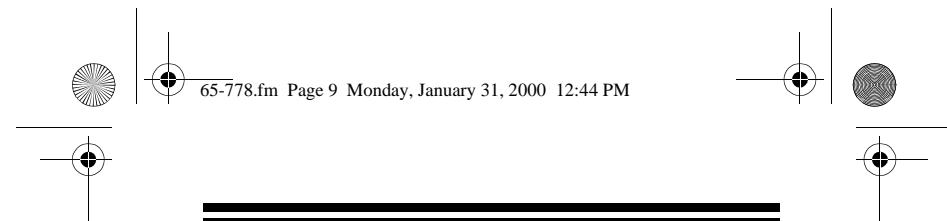
**alarm** — press to set the daily alarm to on or off.

**INS (TAX)** — inserts a space at the current cursor position and lets you enter a tax rate.

**beep (DEL/C/CE)** — press to turn the key tone on and off. Also clears the current calculator entry, or deletes a record or character at the current cursor position.

**+, -, ×, ÷** — press to perform the indicated mathematical operation.





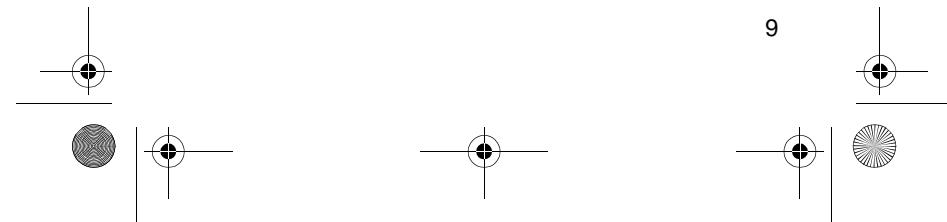
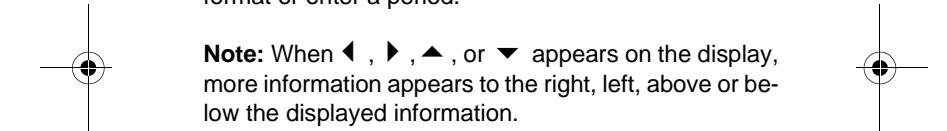
**SET** — press to store information.

**ENTER** — press to store information in a multi-field record, or to move to the next field.

**12/24 (0)** — press to switch between 12- and 24-hour time format, or enter a zero.

**AM/PM (.)** — press to switch between AM and PM time format or enter a period.

**Note:** When **◀**, **▶**, **▲**, or **▼** appears on the display, more information appears to the right, left, above or below the displayed information.



## **PREPARATION**

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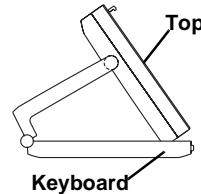
### **REMOVING THE INSULATION STRIPS**

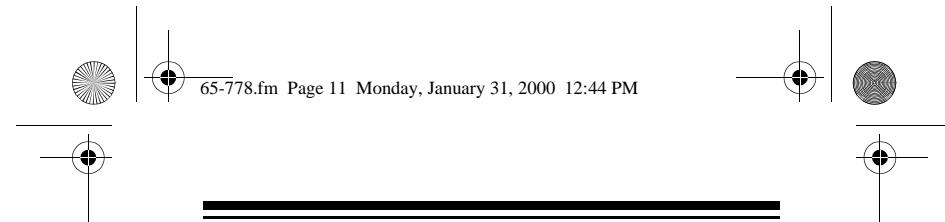
Before you can use the organizer, you must remove the two protective insulation strips from inside the battery compartment. To remove the strips, grasp their ends and gently pull them out in the direction the arrows.



### **STANDING UP THE ORGANIZER**

You can stand the organizer up for easier viewing. Grasp the top portion (the display) and gently pull it up and out. Then stand the top portion up on the keyboard as shown.

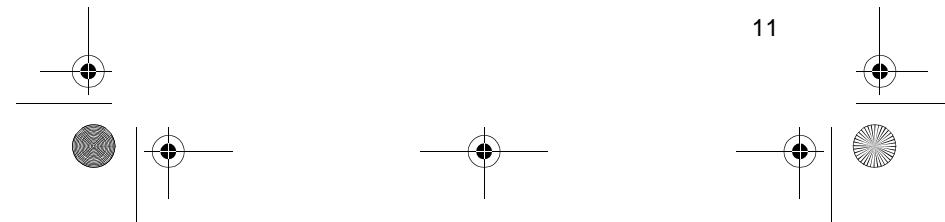




## TURNING THE KEY TONE ON AND OFF

The organizer is preset to sound a tone each time you press a key.

To turn the key tone on or off, press **TIME**  so the home date and time appear. Then repeatedly press  (DEL/C/CE).  appears when the key tone is on.



## OPERATION

---

### SETTING/VIEWING WORLD/HOME TIME

#### Notes:

- The clock starts automatically after you remove the insulation slips or install batteries.
- Choose a time zone, then set the correct time and date before you use other functions (like **SCHED** ☰, for example, as it relies on the time function).
- The default time and date (01/01/99, **FRI**, 12:00 00) appears when you turn the organizer on for the first time, or when you replace the batteries.

The organizer includes 24 time zones. Set the home time zone first, and then follow the directions in "Setting the Clock" on Page 13 to set the current time and secondary time.

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## Setting/Viewing World Time

1. Repeatedly press **TIME** until the date and time appears with # next to the city initials.
2. Repeatedly press **◀** or **▶** until the desired city's initials appear. Refer to the "Time Zone Chart" on Page 15.
3. Press **DST** to turn on Daylight Saving Time, if necessary.
4. Press **ENTER** to store the setting. The home time display reappears.

## Setting the Clock

1. With the home time displayed, hold down **SET** for about 2 seconds. **SET** appears, and the year digits flash.
2. Repeatedly press **▲** or **▼** to set the desired year. Press **ENTER** to store the setting.

3. The month digits flash. Repeatedly press **▲** or **▼** to set the desired month. Press **ENTER** to store the setting.
4. The day digits flash. Repeatedly press **▲** or **▼** to set the desired day. Press **ENTER** to store the setting.
5. The hour digits flash. Repeatedly press **▲** or **▼** to set the desired hour. Press **ENTER** to store the setting.
6. The minutes digits flash. Press **12/24** to toggle between 12- or 24-hour format. If you select the 12-hour format, press **AM/PM** to select AM or PM.
7. Repeatedly press **▲** or **▼** to set the desired minutes. Press **ENTER** to store the setting.
8. The entire time display flashes and **DUAL** appears.

9. Repeatedly press **◀** or **▶** to select a city representing the desired time zone for your secondary time setting. Press **ENTER** to store the setting.



Time Zone Chart

City Name	City Code
London	LON
Paris	PAR
Cairo	CAI
Moscow	MCW
Dubai	DXB
Karachi	KHI
Dhaka	DAC

City Name	City Code
Bangkok	BKK
Hong Kong	HKG
Tokyo	TYO
Sydney	SYD
Noumea	NOU
Auckland	AKL
Midway	MID
Honolulu	HNL
Anchorage	ANC
Los Angeles	LAX
Denver	DEN
Chicago	CHI
New York	NYC

City Name	City Code
Caracas	CCS
Rio De Janeiro	RIO
-1 Hour UTC	-1H
-2 Hour UTC	-2H

**Note:** As you scroll through the world cities list, **-1H** and **-2H** appear; however, no major cities correspond with Coordinated Universal Time -1H (hour) or -2H. You can still choose either of these settings for either time setting.

## USING THE TIMER

You can use the organizer as a count down timer or a stopwatch. The maximum duration for the count down timer and the stopwatch is 23 hours, 59 minutes, and 59 seconds. The organizer beeps and **TIMER** flashes when it counts down to zero.

### Count Down Timer



1. Repeatedly press **TIME** until **TIMER** appears.
2. Press **SET**. The seconds digits flash and **SET** appears.
3. Repeatedly press **▲** or **▼** to set the desired second digits. Press **ENTER** to store the setting.
4. The minute digits flash. Repeatedly press **▲** or **▼** to set the desired minute digits. Press **ENTER** to store the setting.

5. The hour digits flash. Repeatedly press **▲** or **▼** to set the desired hour digits. Press **ENTER** to store the count down setting.

6. Press **ENTER** to begin the count down.

To pause the count down at any time, press **ENTER**. Press **ENTER** again to resume the count down.

When the timer reaches zero, the organizer beeps for 1 minute and **TIMER** flashes. To stop the alarm sooner, press **ENTER**.

To reset the timer, press **SET**. Then repeat Steps 3–6.

### Stopwatch

1. Press **TIME** until **STOPWATCH** appears.
2. To start the stopwatch, press **ENTER**. The timer begins to count up from 0.

3. To stop the stopwatch at any time, press **ENTER**.

To restart the stopwatch, press **ENTER** again.

Press **SET** while the timer is stopped to reset the stopwatch to 0:00:00.

## DAILY ALARM

You can use the organizer to set an alarm to sound every day at a preset time.

### Setting the Daily Alarm

1. Press **▲** so **ALARM** and the previously set alarm time appears.
2. Hold down **SET** until **SET** appears and the hour digits flash.
3. Repeatedly press **▲** or **▼** to set the desired hour digits.
4. If you are using the 12-hour time format, repeatedly press **AM/PM** to set the desired alarm time to AM or PM.

5. Press **ENTER** to store the hour digits. The minute digits flash.
6. Repeatedly press **▲** or **▼** to set the desired minute digits.
7. Press **ENTER** to store the alarm time.
8. Repeatedly press **▲ (TAX/INS)** to turn the alarm on or off. **▲** appears when the alarm is on.

## Using the Alarm

Follow the directions in "Setting the Daily Alarm" on Page 20 to set the alarm to sound.

When the alarm sounds, press **LIGHT/SNOOZE** to temporarily turn off the alarm for about 5 minutes. **▲** flashes. The alarm sounds again for about 1 minute and shuts off for about 5 minutes. The snooze cycle repeats five times and then shuts off. To turn the alarm off sooner, press **▲**.

To turn off the alarm at any time, press any key (except **LIGHT/SNOOZE**). The alarm sounds again the next day at the set time, unless you set the alarm to off.

## **ENTERING/USING DATA**

You can use the number keys to enter letters, numbers, and special characters. The following chart explains how many times to press a key to enter a specified letter or number.

You Press	Number of Times				
	1	2	3	4	
	to Enter				
1	A	B	C	1	
2	D	E	F	2	
3	G	H	I	3	
4	J	K	L	4	
5	M	N	O	5	
6	P	Q	R	6	
7	S	T	U	7	
8	V	W	X	8	

You Press	Number of Times			
	1	2	3	4
	to Enter			
9	y	z	9	

Notes:

- To enter a zero or special characters (such as ?, ., or :), repeatedly press 0 (12/24).
- If you do not enter any information for about 60 seconds, the display returns to the clock mode.
- To enter the same letter or another letter using the same key, use ► to move the cursor to the right.
- To make corrections, use ▲ and ▼ to move the cursor to the desired insertion point and retype the entry.

You can enter up to 32 characters in the name field of telephone records. If you enter a word longer than 11 characters, the screen shows the current cursor position and **◀** appears to indicate there is more information to the left of the display.

Since the organizer stores telephone records alphabetically, you might want to enter the contact's last name first.

## ENTERING RECORDS

You enter data in the telephone and schedule directories the same way.

1. Press the desired mode key (**TEL**  or **SCHED** ).
2. Press **SET** so **SET** appears.
3. Use the number keys and **◀** and **▶** to enter the desired name or message.
  - Press – () to enter a dash.

- Repeatedly press **0** to enter special characters.
- Press **►** twice to enter a space.
- Press **◀** to move back to previous characters, and press **DEL** to delete or **INS** to insert characters.

4. Press **ENTER** to store the information in a field and move to the next field, or to store the entire record.

**FULL** appears when the memory is full. Delete telephone or schedule records to free up memory space. See "Deleting Records" on Page 28.

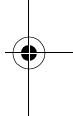
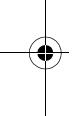
Repeatedly press **▲ (TAX/INS)** to turn schedule alarms on and off. **▲** appears when the schedule alarm is turned on.

The alarm sounds for about 1 minute at the preset date and time, if the alarm is turned on.

## RECALLING RECORDS

You can recall telephone records either by sequential or direct recall. You can only recall schedule records by sequential recall.

### Sequential Recall



1. Press the desired mode key.
2. Repeatedly press ▼ to view the first record.
3. Repeatedly press ▲ or ▼ to scroll to the desired record.

### Direct Recall (Telephone Records Only)

1. Press the desired mode key.
2. Enter the first letter of the desired record then press **ENTER**.

**Note:** If a matching record is not found, **NOT FOUND** appears.

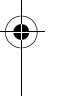
3. If necessary, press **▲** or **▼** to scroll to the desired record.

## EDITING RECORDS

1. Press the desired mode key.
2. Recall the desired record.
3. Press **EDIT** so **EDIT** appears. The cursor appears in the first field and flashes.
4. Use **◀** and **▶** to move to the desired location and insert or delete characters as necessary.
5. Press **ENTER** to move to the next field.
6. Use the number keys or **▲** and **▼** to edit the desired data.
7. Press **ENTER** to store the edited record.

## DELETING RECORDS

1. Press the desired mode key.
2. Recall the record you want to delete.
3. Press **DEL** so **DELETE?** appears.
4. To delete the record from memory, press **ENTER**; otherwise, press any other key.



## OVERWRITE PROTECTION

The organizer protects telephone and schedule records with an overwrite protection feature.

**OVERWRITE?** appears when you try to store a record with the same name or date and time as a previous record. Press any key to save the new record as a duplicate. To overwrite the existing record, press **ENTER**.

## **USING THE CALCULATOR**

You can use the organizer to perform basic calculations as you would any other mathematical calculator.

### **MEMORY CALCULATIONS**

You can use the memory keys to easily perform multi-step calculations.

Press **M+** to total pending calculations and add a value to memory.

Press **M-** to total pending calculations and subtract a value from memory.

Press **MRC** once to recall a value from memory. Press **MRC** twice to delete a value from memory.

### Memory Calculation Example

$$(5 \times .25) + (6 \times .75) - 2 \times .15 = 5.45$$

You Press	You See
$5 \times .25$ M+	M 1.25
$6 \times .75$ M+	M 4.5
$2 \times .15$ M-	M 0.3
MRC	M 5.45
MRC	5.45

## TAX CALCULATIONS

Follow these steps to set the tax rate for your particular area and calculate a tax amount..

1. Press **CAL**  0. appears.
2. Press **TAX** then **SET**. **SET** appears.

3. Enter the desired rate and press **ENTER**.
4. Enter the amount of the bill.
5. Repeatedly press **TAX** to cycle through the total amount (including tax), the original amount, and the amount of tax.

To view the currently set tax rate while in the calculator mode, press. **TAX**.

### Tax Rate Calculation Example

Enter the tax rate.  
Enter the amount of the bill.

You Press	You See
<b>CAL</b>	0.
<b>TAX</b>	<b>TAX</b>
<b>5.75</b>	<b>5.75</b>
<b>52.75</b>	<b>52.75</b>

You Press	You See
TAX	3.033125
TAX	55.783125
TAX	52.75

Press **TAX** to see the amount of tax.  
Press **TAX** again to see the total bill, including tax.  
Press **TAX** to see the original amount of the bill.

## CURRENCY CONVERSIONS

You can use the organizer to convert from or to your currency and another type of currency.

1. Press **CAL**  0. appears, and then press **CURRENCY** so **CURRENCY** appears.
2. Press **SET**. **SET** appears.

3. Enter the conversion rate. Press **ENTER** to store the exchange rate.

### Currency Conversion Example

You Press	You See
<b>CAL</b>	0.
<b>CURRENCY</b>	CURRENCY
<b>SET</b>	SET
<b>1.575</b>	1.575
<b>ENTER</b>	1.575
<b>25</b>	25.

Press **CURRENCY** to convert the amount from one currency to the other.  
Press **CURRENCY** again to convert the amount in the other direction.  
Press **CURRENCY** again to return to the original amount.

You Press	You See
<b>CURRENCY</b>	39.375
<b>CURRENCY</b>	15.87301587
<b>CURRENCY</b>	25.

## **PASSWORD**

The organizer lets you block access to the telephone directory and schedule alarm. Once you have set a password of up to four characters, you will need to enter the password every time you want to use the telephone directory or the schedule alarm, unless you cancel the password (see "Cancelling the Password" on Page 36).

### **ENTERING A PASSWORD**

1. Press **TIME**  so the home date and time appears.
2. Press  so **LOCK?**  appears.
3. Enter the desired password and press **ENTER**.

#### **Notes:**

- Your password can contain only numbers.
- Enter a password you can remember. If you forget it, you must reset the organizer which clears all the memory (see "Resetting the Organizer" on Page 40).

4. Press the desired mode key, enter the password, and enter the desired information.

## CHANGING THE PASSWORD

1. Press **TIME**  so the home date and time appear.
2. Press  so **UNLOCK? \_ \_ \_ \_** appears.
3. Enter the current password. **LOCK? \_ \_ \_ \_** appears.
4. Enter a new password and press **ENTER**.

## CANCELLING THE PASSWORD

1. Press **TIME**  so the home date and time appear.
2. Press  so **UNLOCK? \_ \_ \_ \_** appears.
3. Enter the current password. **LOCK? \_ \_ \_ \_** appears.
4. Press **ENTER**.

## CARE

To enjoy your RadioShack 3K Data Organizer for a long time:

- Keep the organizer dry. If it gets wet, wipe it dry immediately.
- Use and store the organizer only in normal temperature environments.
- Handle the organizer gently and carefully. Don't drop it.
- Keep the organizer away from dust and dirt.
- Wipe the organizer with a damp cloth occasionally to keep it looking new.

Modifying or tampering with the organizer's internal components can cause a malfunction and invalidate its warranty. If your organizer is not performing as it should, take it to your local RadioShack store for assistance.

## REPLACING THE BATTERY

Your organizer comes with two CR2032 lithium button-cell batteries for power. When the display dims, the sound becomes distorted, or the organizer stops operating properly, replace the batteries. For the best performance and longest life, we recommend RadioShack lithium batteries.

### Warnings:

- Dispose of old batteries promptly and properly. Do not burn or bury them.
- Keep button-cell batteries away from children. Swallowing a button-cell battery can be fatal.

### Cautions:

- Use only fresh batteries of the required size and recommended type.
- Do not mix old and new batteries or different types of batteries.

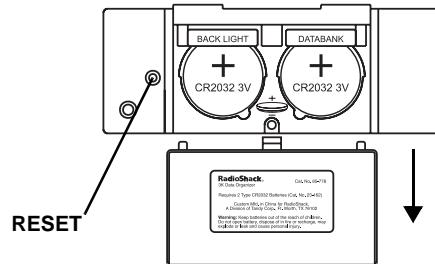
- If you do not plan to use the organizer for a month or longer, remove the batteries. Batteries can leak chemicals that can destroy electronic parts.

**Notes:** To prevent memory loss:

- replace the batteries within 1 minute after removing the cover.
- do not press **RESET** while changing batteries.

Follow these steps to replace the batteries.

1. Slide the battery compartment cover down to remove it.



2. Remove the old batteries and place the new batteries in the compartment with their positive (+) sides facing up.
3. Replace the cover.

## RESETTING THE ORGANIZER

If the organizer locks up or stops operating properly, or if you want to clear the memory, reset the organizer.

Using a pointed object (such as a straightened paper-clip), press **RESET**. **RESET?** appears. Press **ENTER** to reset the organizer and delete all items stored in memory. Otherwise, press any other key.

Reset the date and time entries, as necessary.

## **SPECIFICATIONS**

Power Source .....  $2 \times 3V$  Lithium Batteries

Type ..... CR2032

Battery Life ..... About 6 Months

Working Temp .....  $32^{\circ}$  to  $104^{\circ}\text{F}$   
( $0^{\circ}$  to  $40^{\circ}\text{C}$ )

Dimensions (HWD) .....  $2\frac{5}{8} \times 3\frac{11}{16} \times \frac{13}{16}$  in  
( $66 \times 94 \times 21$  mm)

Weight (with batteries) ..... 3.17 oz  
(90 g)

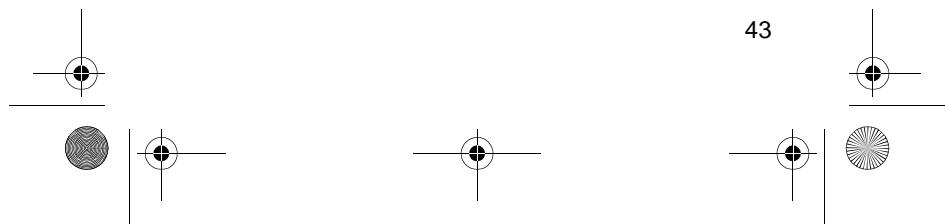
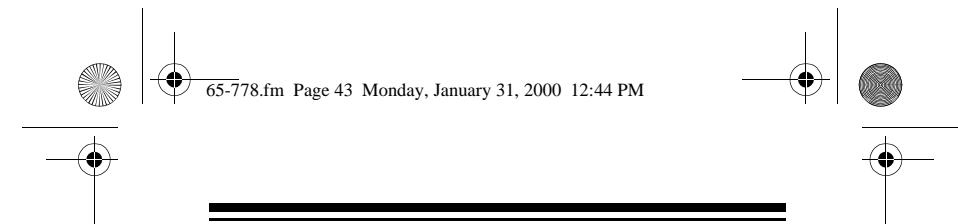
Specifications are typical; individual units might vary.  
Specifications are subject to change and improvement  
without notice.

## **NOTES**

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### Limited One-Year Warranty

This product is warranted by RadioShack against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase from RadioShack company-owned stores and authorized RadioShack franchisees and dealers. EXCEPT AS PROVIDED HEREIN, RadioShack MAKES NO EXPRESS WARRANTIES AND ANY IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES CONTAINED HEREIN. EXCEPT AS PROVIDED HEREIN, RadioShack SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED DIRECTLY OR INDIRECTLY BY USE OR PERFORMANCE OF THE PRODUCT OR ARISING OUT OF ANY BREACH OF THIS WARRANTY, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES RESULTING FROM INCONVENIENCE, LOSS OF TIME, DATA, PROPERTY, REVENUE, OR PROFIT OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, EVEN IF RadioShack HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

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